



Company/Organization Name: Pharma Logistics

Location: 1050 E. High St. Mundelein, IL 60060

Position/Title: Post Production Supervisor

Duties/Responsibilities:

- Responsible for managing production activities and achieving production targets in accuracy, productivity, efficiency, capacity, safety, cost control, staff development, and customer service.
- Directs team leads in effectively managing each respective team.
- Streamlines operations by establishing and implementing innovative projects involving turn-time reduction, capacity increase, quality improvements, and other value-added enhancements to impact the bottom line
- Works with contractors, vendors, and interfaces with internal quality and compliance team members
- Coaches and develops employees
- Initiates, compiles, sorts, and analyzes post-production performance records and data
- Ensures accountability to goals and metrics with honest and accurate tracking
- Develops reporting procedures and systems
- Plans, monitors, and appraises job results
- Educates and directs personnel on the use of all control methods, equipment, and resources
- Maintains compliance with established policies and procedures

Mandatory Knowledge, Skills and Abilities:

- 3 years of production experience, including 2 years of lead experience, with previous supervisory experience preferred
- Equivalent combination of experience, training and/or education approved by Human Resources
- Ability to successfully pass a background check and drug screen

Desired Skills & Experience:

- Ability to effectively communicate with a variety of individuals and situations, and resolve conflicts as needed
- Has a background in management
- Ability to evaluate and prioritize departmental needs

- Working knowledge of computers, including, but not limited to, word processing, spreadsheets, and databases
- Ability to foster a spirit of cooperation within and between processing teams and other departments
- Use experience and judgment in monitoring the steps of the process
- Adaptable; Able to change priorities to meet changing demands

Salary Range: Depending on experience

Application Instructions: Apply online or contact Lana Kart: lkart@pharmalogistics.com

To Apply Online: <http://www.pharmalogistics.com/careers/job-openings.aspx>